

MINUTES OF THE
CITY OF SANTA FE
FINANCE COMMITTEE
Santa Fe, New Mexico
September 29, 2003

A regular meeting of the City of Santa Fe Finance Committee was called to order on this date at approximately 5:15 p.m. in City Hall Council Chambers. Roll Call indicated the presence of a quorum, as follows:

Members Present:

Councilor Carol Robertson Lopez, Chair [excused at 5:30 p.m.]
Councilor Miguel M. Chavez
Councilor Karen Heldmeyer
Councilor Matthew E. Ortiz
Councilor Rebecca Wurzbarger

Members Excused:

None.

Other Governing Body Members Present:

None.

Staff Present:

Ms. Kathryn Raveling, Finance & Budget Division
Ms. Terrie Medina, Finance & Budget Division

[Recorder note: The amplification system in Council Chambers malfunctioned during most of the meeting, which rendered the audiotape of the proceedings unintelligible.]

3. APPROVAL OF AGENDA

Ms. Raveling requested that Item 23 be amended as follows:

23. Request for Approval of a Resolution Relating to a Request for Approval of Year-end Budget Adjustments for Fiscal Year 2002/2003.

a. Review of Year End Reports

Councilor Wurzburger moved approval of the Agenda, as amended. Councilor Ortiz seconded the motion, which passed 4-0 by voice vote.

4. APPROVAL OF CONSENT AGENDA

Upon motion by Councilor Wurzburger, seconded by Councilor Ortiz, the following Consent Agenda, as amended, was approved 4-0 by voice vote:

5. Request for Approval of Grant Award — Programming Support for DWI Program for Municipal Court; Supreme Court of New Mexico.
 - a. Request for Approval of Budget Increase — Municipal Court, General Fund.
6. Request for Approval of Grant Award — ArtWorks Program; Los Alamos National Laboratory Foundation.
 - a. Request for Approval of Budget Increase — Grant Fund.
7. Request for Approval of Budget Increase — Equipment Maintenance and Repairs for GCCC; Equipment Reserve Fund.
8. Request for Approval of Budget Increase — Equipment and Computer Hardware/Software for MRC; 1/2% CIP GRT Fund.
9. Request for Approval — Employee Life Insurance Benefit Plan, Excess Risk and Aggregate Excess Risk Insurances; ING Employee Benefits.
10. Request for Approval of Procurement Under State Price Agreements — Nineteen (19) Vehicles for Police Department:
 - A. Galles Chevrolet
 - B. Rich Ford
 - C. Bob Turner's Ford
11. Request for Approval of Procurement Under State Price Agreement — Twenty-seven (27) Radar Units for Police Department; Kustom Signals, Inc.
12. Request for Approval of Procurement Under State Price Agreement — Thirty-seven (37) In-vehicle Cameras for Police Department.
13. Request for Approval of Procurement Under State Price Agreement — Accessory Vehicle Equipment for Police Department; First In, Inc.
14. Request for Approval of Amendment No. 1 to Agreement — Legal Services for Municipal Court; Art Michael.

15. Request for Approval of Amendment No. 3 to Legal Services Agreement; Miller & Van Eaton, PLLC.
 - a. Request for Approval of Budget Increase — Risk Management Fund.
16. [Moved to Discussion Agenda by Councilor Chavez.]
17. Request for Approval of Cooperative Severance Tax Agreement — Paseo de la Conquistadora Paving Project; New Mexico Department of Transportation.
 - a. Request for Approval of Budget Increase — Project Fund.
18. Request for Approval of a Resolution in Support of the Design and Construction of Camino de los Montoyas Improvements Project.
 - a. Request for Approval of Professional Services Agreement — Engineering Services for Camino de los Montoyas Improvements Project (RFP No. 2004/02/P); Gannett Fleming West, Inc.
 - b. Request for Approval of Budget Transfer/Increase — CIP Reallocation Fund/Project Fund.
19. Request for Approval of a Resolution Authorizing and Approving Submission to the Department of Finance and Administration, Local Government Division, an Executed Grant Agreement for Financial Assistance for the Buckman Supplemental Wells No. 10-13 Regional Water Project.
 - a. Request for Approval of Grant Agreement — Buckman Supplemental Wells No. 10-13 Regional Water Project; State of New Mexico Department of Finance and Administration.
 - b. Request for Approval of Budget Increase — Grant Fund.
20. Request for Approval of Modification No. 005 to Cooperative Agreement — Santa Fe Water Reclamation and Reuse Project; U.S. Department of Interior Bureau of Reclamation.
 - a. Request for Approval of Budget Increase — Grant Fund.
21. Request for Approval of Amendment No. 4 to Professional Services Agreement — Engineering Support Services for Santa Fe Water Supply Plan; Camp Dresser and McKee, Inc.
 - a. Request for Approval of Budget Transfer — Project Fund.

DISCUSSION

16. Request for Approval of Cooperative Agreement — Shared Use of Facilities, Resources and Services; Santa Fe Public Schools.

Councilor Chavez asked Public Works director Mike Lujan if he has managed to tie up the necessary loose ends of this agreement, and Mr. Lujan referred to the final draft in the packet, which was recommended for approval by the Public Works Committee.

Mr. Lujan said the Santa Fe School Board will consider approval of the agreement at its October 7 meeting.

Councilor Heldmeyer stated that there was some discussion at the Public Works Committee meeting about items in the appendix and what the Schools planned to do with those. She said the concern is that, after this agreement is adopted, what kind of timeline is there for negotiating these items.

Mr. Lujan responded that there would be no problem in negotiating any remaining issues and coming up with a timeline upon direction of the Governing Body.

Councilor Heldmeyer moved for approval. Councilor Chavez seconded the motion, which passed 4-0 by voice vote.

22. Request for Approval of a Resolution Adopting Procedures for the Recycled Asphalt Paving Program. (Councilor Heldmeyer)

Councilor Heldmeyer there was general discussion on this at the Public Works Committee, and a number of issues were raised by speakers from the floor, but the Committee agreed to accept this program as presented by staff.

Councilor Heldmeyer moved for approval. Councilor Chavez seconded the motion, which passed 3-0 by voice vote. [Not present during this action: Councilor Ortiz.]

23. Request for Approval of a Resolution Relating to a Request for Approval of Year-end Budget Adjustments for FY 2002/2003.

a. Review of Year End Reports.

Asked by the Chair if there were any items in the budget that should be highlighted, Ms. Raveling called the Committee's attention to the Summary on page 64. She noted that the City was over budget on Personnel Services and there has been an extensive analysis of that. She said some of it could be attributed to Police

and Fire overtime, but another factor was that there were many instances where personnel turnover was not as expected, or else vacancies were filled very quickly, which resulted in fewer vacancy credits than were originally figured into the projections. She stated that this will have to be taken into consideration in next fiscal year's budget.

Responding to questioning from Councilor Heldmeyer, Mr. Lujan stated that the Parking Enterprise Fund is stable, and revenues have gone up because of the August 1 rate increase. He stated that, if the trend continues, revenues will probably exceed projections.

Councilor Heldmeyer said rates need to be raised in Solid Waste, too, to meet the needs that Mr. Lujan and his staff have expressed in terms of better operating equipment and things of that sort. She stated that Councilors have yet to see the concomitant change in service, though; in fact, complaints are increasing because of problems with trash pickup and with pickup of recyclables.

Mr. Lujan stated that improvements are on the way with the order of new equipment and other changes, including new personnel.

Councilor Heldmeyer stated that she continued to have a problem with the MRC Enterprise Fund and the fact that it is \$650,000 under budget.

Chair Lopez stated that she has asked previously that the MRC fields budget be separated out from the Marty Sanchez Links budget, but that was not done. She asked Parks & Recreation director Ron Shirley if she understood correctly that the golf course is operating in the black and it is the fields that are in the red, and Mr. Shirley responded that this was correct.

Chair Lopez asked staff for a breakdown at the next meeting.

Councilor Heldmeyer pointed out the golf course continues to struggle because of the overgrowth of other golf courses in this area, and this suggests to her that the Marty Sanchez Links is not doing as well as expected. She said the budget seems to indicate that the golf course expects to do better, but thought that unrealistic.

Marty Sanchez golf course administrator Larry Lujan noted that tourist dollars were -9% from last year, and efforts are being redirected in a new marketing plan concentrating on the local market. He noted that they budgeted for 55,000 rounds but lowered that to 50,000 rounds this fiscal year.

Councilor Heldmeyer asked staff to come up with more realistic revenue projections so Councilors can have a "cleaner idea" of how much the City can expect to subsidize the MRC next fiscal year.

Councilor Wurzbarger moved for approval. Councilor Chavez seconded the motion, which passed 3-0 by voice vote. [Not present during this action: Councilor Lopez.]

OTHER FINANCIAL INFORMATION

a. **Update of Quarterly Reports on Enterprise Funds for Quarter Ended June 30, 2003.**

No discussion.

b. **Update on Gross Receipts Tax and Lodgers Tax.**

Responding to questioning from Councilor Chavez, Ms. Raveling stated that the checks received from the State continue to be erratic as they have been for the past three or four years, as evidenced this past quarter with receipts at 14.29% in July and then at 0.27% and 0.52% in August and September respectively, for a total of 4.587% for the quarter. She stated that all of the information at Taxation & Revenue is confidential, so it is impossible to analyze whether receipts are being properly charged to the City, for instance.

c. **Review of Investment Report for Quarter Ended June 30, 2003.**

No discussion.

d. **Quarterly Report of City Contracts Awarded Under \$20,000 and Approved by City Manager.**

Referring to the contract for Mark Duran, City Lobbyist, Councilor Wurzbarger asked that a work plan be developed for Mr. Duran for review by the Public Utilities Committee.

MATTERS FROM THE COMMITTEE

None.

ADJOURN

Its business completed, the Committee adjourned the meeting at approximately 6:15 p.m.

Accepted by:

Councilor Carol Robertson Lopez, Chair

Reviewed by:

Kathryn Raveling, Finance Director

Submitted by:

Judith S. Beatty, Recorder